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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 8 July 1958

FROM : Chief, Orientation Faculty, IS

SUBJECT: Weekly Activities Report #26, 2 - 8 July 1958

1. Signal Center Refresher Course

DDS The first Signal Center Intelligence Refresher Course began on 8 July with an enrollment of 13 students. The students range in grade from GS-7 to GS-12; their average experience in CIA and predecessor agencies is 9.3 years.

2. Intelligence Orientation

Intelligence Orientation #23 is scheduled to begin 14 July. Some deviations from the normal order of presentation will be necessary because of the difficulties in obtaining speakers during the vacation season and the conflict with [ ] also scheduled for next week. Alternate speakers are being scheduled in cases where regular speakers will be unavailable. Final enrollment in the course is expected to be between 20 - 25 students. Classes will be held in Room 2027 R&S Building.

3. OCI Briefings

Approximately 65 Agency personnel attended the third Current Intelligence Briefing in R&S Auditorium on 3 July. The final briefing in the auditorium is scheduled for Friday, 11 July. Beginning Friday, 18 July, at 12:30 these briefings will be held each Friday throughout the summer in the [ ] Auditorium, which is air-conditioned. A special OTR Bulletin is being circulated announcing the change of room and time.

4. Auditorium Improvements

The latest in a series of efforts to improve the appearance and utility of the Auditorium was made this week, with the removal of 119 student tables to be refinished during the summer. Other improvements made during the past year have included installation of:

- a. new window curtains
- b. American flag and standard
- c. CIA and OTR seals on front walls
- d. a new lectern
- e. rug to cover speaker's platform
- f. a new throat microphone and a permanent stand mike
- g. a permanent slide projector in projection booth.

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